

Business in the Community Ireland: Administration Coordinator - Education Team (<https://www.activelink.ie/node/112720>)



**BUSINESS
IN THE
COMMUNITY
IRELAND**

Business in the Community Ireland is excited to invite candidates to apply for the position of **Full-time Administration Coordinator** for the support of the Education Team. Business in the Community Ireland **BITCI** -Leaders in Sustainability and Social Inclusion. Our purpose is to inspire, challenge and facilitate businesses to bring about a sustainable, low carbon economy and an inclusive society where everyone thrives. We leverage our extensive network and depth of knowledge to guide businesses to embed all aspects of sustainability into their operations. Our programmes and partnerships are designed to bring about measurable improvements in environmental sustainability and social equity. www.bitc.ie (<http://www.bitc.ie>)

The **purpose of this role** is to develop, deliver and maintain efficient and professional administration systems for the Education team in BITCI and to manage a small team of administrators (up to 3 people).

JOB SUMMARY

- *Permanent role, subject to a 6-month probationary period.*
- *Role is based in our office in **Phibsborough, Dublin 7 (this is a hybrid role, with in-office attendance expected 2-3 days per week)***
- *Full-time role is **35 hours** a week*
- ***Salary €35k-€40k** per annum, depending on experience.*
- *Providing administrative support to Head of Education, National Programme Leads and Regional Coordinators*
- *Experience in management of a team of direct reports*
- *A **high level** of proficiency in the range of Microsoft Office programmes e.g., Word, Excel, PowerPoint, Outlook and digital design (including Canva or Adobe photoshop or similar)*
- ***Experience** in event administration*
- *Experience in **survey management**: production and distribution of surveys and data management of results*
- ***Experience** in CRM systems such as MS Dynamics or Salesforce*
- ***Fluency in English**, both written and verbal is required.*

Please note that you must hold current eligibility to work in Ireland to be considered for the role.

SEE FULL JOB DESCRIPTION BELOW FOR FURTHER DETAIL

Benefits offered:

- Annual leave: starts with 23 days annual leave per year, rising to 26 days after 1 year, and up to 30 days on a sliding scale with tenure,
- Various generous/paid family friendly leave policies to promote work/life balance and positive mental health,
- PRSA: Option to join the Company's PRSA scheme with 5% employer contribution,
- Flexible/hybrid working practices,
- Work from Anywhere in the world for 10 days per year.
- Career growth – We want you to grow with us,
- Access to our Employee Assistance Programme including free unlimited virtual GP visits,
- Cycle to work scheme; including claiming back your millage!
- TaxSaver commuter scheme,
- Supports to set up home office and provision of all necessary IT infrastructure for remote working,
- Volunteer leave days – We encourage you to give back to the community,
- Did we mention great teammates?

How to Apply

To apply for this role please send your **CV and cover letter** via email to careers@bitc.ie (<mailto:careers@bitc.ie>) by **Sunday 5th January @ 5pm** and mark the Subject Line: **“Administration Coordinator Education Team”**. Interviews will be held at our office in Dublin 7 shortly after the closing date.

Business in the Community Ireland is committed to creating a diverse environment and is proud to be an inclusive employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or socio-economic status.

Note: Applicants who anticipate needing special assistance for any part of the application process may contact, in confidence, careers@bitc.ie (<mailto:careers@bitc.ie>)

Region

Dublin 7 / Hybrid

Date Entered/Updated

17th Dec, 2024

Expiry Date

5th Jan, 2025

Attachment

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